



SUPERVISOR OF GUIDANCE

Qualifications:

1. Must hold a valid or be eligible to hold a Teacher's Certificate and a Supervisor's Certificate issued by the New Jersey State Department of Education
2. Five years of successful teaching experience and/or Guidance Counselor experience
3. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Building Principal and Superintendent of Schools

Job Goal: To work with both building Principals and Supervisors by leading, planning, coordinating, and supervising K-12 guidance programs in accordance with the approved programs and to recommend such budgetary expenditures as are necessary to provide efficient implementation of such programs.

Duties and Responsibilities:

1. Assist in the development and implementation of departmental objectives and develop a plan for the implementation and evaluation of these objectives.
2. Assist the Principal in the evaluation of guidance personnel and other assigned departments.
3. Conduct department meetings and attend relevant school, District, and professional meetings as necessary.
4. Supervise the members of the Guidance Department providing assistance in the solution of problems.
5. Develop a budget proposal and administer the completed budget assigned to the department.
6. Organize the department in order to supervise and effectively utilize the skills and competencies of the staff.
7. Define/interpret the professional functions of counselors to administrators, teachers, students, parents, and the community.
8. Assume responsibility for the accuracy, validity, and interpretation of results from use of the K-12 testing program and State assessments.
9. Communicate assessment results to the Superintendent, Principals, Supervisors, and Board of Education.
10. Conduct in-service workshops, training, and development programs for department members/selected teachers.
11. Develop the master schedule in conjunction with the Principal.
12. Work with the Principal and Supervisor in the explanation/construction of the master schedule and course offering booklet.
13. Assist the Principal in the overall operation of the school program.
14. Program classes with established guidelines to meet student needs.
15. Make arrangements for special conferences between parents and teachers.
16. Assist Principal in observation and evaluation of staff.
17. Oversee operation of High School computer system as it pertains to student data.
18. Coordinate and schedule all District standardized testing.
19. Supervise funding applications, procurement, and assignments of students for the work study program.
20. Assist students in post-secondary planning and provides resources to help career searches.
21. Provide information on financial aid opportunities for college planning.

22. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: July 14, 2003
Amended: April 5, 2004
Amended: October 16, 2012
Amended: September 18, 2018